



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

Non-Residential Building Permit Application Information

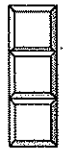
Core Building Permit

A Core Building Permit, according to Frederick County Ordinance 06-17-413, includes all shell building permit requirements plus innermost building elements including stair enclosure, construction of above/below grade floor, sprinkler room piping and fire pump, emergency lighting and exit signage and fire alarm, elevator shaft, restrooms, building core finished, electric outlets and exterior walls insulated.

Submittal Requirements



1. Notarized letter of permission from the property owner. If applicant is the Maryland Registered Architect or licensed Contractor for the property owner, this is not required.



2. Completed "Application for Non-Residential Shell or Core Building Permit".
3. Print out of Maryland Assessments Real Property Data www.dat.state.md.us for property.
4. Eleven (11) copies of the **Approved Phase 5 Site Plan**, stamped with approval date. For the permit process, setbacks from the proposed building to the property lines in each direction *must* be shown on all copies. If a shell permit has already been issued for the building, and you are applying for only the additional core elements, the site plans are not required for a separate core permit.



5. Three (3) copies of complete construction plans, signed and sealed by a Maryland Registered Architect/Engineer.



6. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.



7. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

STEP ONE – APPLY FOR PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes: Review timeframe for a Core application by Plan Review and the Office of Life Safety is two weeks for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested, or if the plans are too large to mail.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy for a Core is noted as a *certificate of completion, with no occupancy allowed under the Core permit*. A separate Building Permit is required for additional construction and tenant occupancy. The Certificate of Occupancy to occupy the tenant space will be issued from the tenant's Building Permit.

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
DEPARTMENT OF PERMITS AND INSPECTIONS
30 NORTH MARKET STREET
FREDERICK, MARYLAND 21701
301-600-2313 INFORMATION



ATTACHMENT (A) - NONRES-NEW

A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for NONRESIDENTIAL - NEW

Please check the appropriate type of construction for this permit application:

- | | |
|---|---|
| <input type="checkbox"/> New Foundation Only | <input type="checkbox"/> New Addition to Existing Bldg |
| <input type="checkbox"/> New Core Only Bldg | <input type="checkbox"/> New Accessory Structure (existing use) |
| <input type="checkbox"/> New Complete Bldg for Known Occupant | <input type="checkbox"/> Vanilla Box/New Bldg (no defined tenant) |

Tenant Fit-Outs, New Tenant/No Change, Change of Owner, and Other Tenant Permits Use NonResidential - Tenant form.

SECTION I: CONTACT INFORMATION

Proposed Occupant of Property, or Developer if none

Trading As Name of Occupant or Developer's Name

Current street address for above :

Town: State: Zip:

Daytime Telephone Number:

Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town: State: Zip:

Contact Person for Permit Service (Applicant/Contact)
Phone #

Contractor or Architect

Contractor or Architect information should only be completed when they are applying for the permit.

Please check one: ☐ Contractor ☐ Architect

Company Name:

Mailing Address for Contractor or Architect:

Street Address:

Town: State: Zip:

Contact Person for Contractor or Architect:

Contractor or Architect's Telephone Number:

Contractor or Architect's Fax Number:

Contractor or Architect's e-mail Address:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of **Property**:

<u>Water Type:</u>	<u>Sewer Type:</u>	<u>New Septic?</u>
Well <input type="checkbox"/>	Septic <input type="checkbox"/>	Yes <input type="checkbox"/>
Community <input type="checkbox"/>	Community <input type="checkbox"/>	No <input type="checkbox"/>

If Served by Septic, is construction area and property
staked? Yes ☐ No ☐

New Septic Conventional or Sand Mound?

Property Address of Jobsite:

Town: State: Zip:

Subdivision Name: Lot #

Is Property Within an Incorporated Town?

Yes* ☐ No ☐

**Town paperwork must be submitted with application.*

Is this building situated
along a State Road? Y ☐ N ☐

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

BUILDING PERMIT APPLICATION FOR NONRES-NEW- PAGE TWO OF FOUR

Site Information - Complete for All Applications Except Vanilla Box

SITE PLAN

APPROVED SITE PLAN # _____

SITE AREA FOR CONSTRUCTION: _____

SITE PLAN APPROVED FOR WHAT USE? _____

PHASED CONSTRUCTION - PHASE: _____

Complete the Information Below According to Type of Construction

Type: Foundation Only

Square Footage of Foundation: _____

Type: Core Bldg (includes Shell)

Square Footage of Core Bldg: _____

Square Footage of Core Areas to be Constructed in a
Previously Approved Shell Bldg: _____

Describe Core Construction: _____

Type: New Complete Bldg, Addition, or Accessory

Square Footage of Building: _____

(all floors including mezzanines, canopies, porches, etc.)

Type of Occupancy: _____

(i.e., retail, office, restaurant, manufacturing, etc.)

Please List Rooms (i.e., offices, exam rm, lobby):

Number of bathrooms: _____

SETBACKS

The setbacks are the actual distances from the proposed construction to the property lines in each direction.

Front:
Rear:

Right:
Left:

Complete the Information Below If not applicable, please enter "N/A".

Cost of Construction: _____

includes electrical, plumbing, labor & materials for only the construction phase that is being applied for.

Any Electrical Work Involved? Y ☐

N ☐

Any Plumbing Work Involved? Y ☐

N ☐

If there has been a Building Permit applied for previously for this structure, such as a foundation only permit or a shell building, please supply permit number(s):

Occupant Load: _____

Operating Hours for Known Occupant: _____

Number of Stories: _____

Building Height: _____

Outdoor Storage? Yes ☐

No ☐

If Yes, describe the type of Outdoor Storage: _____

Describe Proposed Uses Not Listed As Rooms:
(i.e., cellular equipment, outdoor dining area, etc.)

BUILDING PERMIT APPLICATION FOR NONRES - NEW - PAGE THREE OF FOUR

Building Details - Check Only the New Work That You Are Applying For:

Foundation Walls <input type="checkbox"/> Block <input type="checkbox"/> Concrete Pier <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Precast <input type="checkbox"/> Other	Exterior Wall Construction <input type="checkbox"/> Brick <input type="checkbox"/> Frame <input type="checkbox"/> Steel <input type="checkbox"/> Other	Exterior Wall Type <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Masonry <input type="checkbox"/> Siding <input type="checkbox"/> Steel <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Other	Roof Type <input type="checkbox"/> Truss <input type="checkbox"/> Rafter <input type="checkbox"/> Other
Floor Covering <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Hardwood <input type="checkbox"/> Tile <input type="checkbox"/> Other	Interior Walls <input type="checkbox"/> Drywall <input type="checkbox"/> Other		Roof Cover <input type="checkbox"/> Fiberglass <input type="checkbox"/> Membrane <input type="checkbox"/> Steel <input type="checkbox"/> Other

Mechanical Heating Fuel Type _____ Heating System Type _____ Central Air? _____ Sprinklered? _____	Alterations If there are alterations to the existing structure that are included in the scope of work that you are applying for, please describe below in "Scope of Work". Square footage of Alterations: _____
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Scope of Work

Please describe the scope of work that you are applying for:

Additional Information

If there is additional information that you feel will expedite reviews for this application, please note below:

SIGNATURE PAGE

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Properties Served by County Water and Sewer :

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

Plumbing fixtures may not be added without benefit of a capacity permit from the Division of Utilities and Solid Waste Management.

Building Permits and Applications for Building Permits are non-transferrable and non-assignable.

Core/Shell Only, and Vanilla Box/New Building require separate Building Permits for Occupancy.

Signature of APPLICANT

Please print name

Connection with application

FY11/Web Packet/Core Building/pm

**FREDERICK COUNTY MD
EXCISE TAX WORKSHEET**

Single Fam Detached _____ Mobile Home _____ Application # _____
Single Fam Attached _____ Other _____ Name _____

FEE CALCULATION FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

1. <u>Total square footage (finished & unfinished)</u> To calculate, use outside dimensions. Any portion of a foot is dropped from the measurement.	_____	(No charge For the 1st 700 sq. ft.)	_____
2. <u>Subtract 700 sq. ft.</u>	_____ 700		_____ 0
	=		
3. <u>Subtotal</u>	_____	<u>Add the 2 figures below:</u>	
4. <u>Subtract 700 sq. ft.*</u>	_____	X \$0.10 per sq. ft. \$	_____
	=	+	
5. <u>Remainder of sq. ft.</u>	_____	X \$0.25 per sq. ft. \$	_____
		TOTAL	=
		EXCISE TAX	\$ _____

* (if the subtotal from #3 is less than 700 sq. ft., use actual square footage)

FEE CALCULATION FOR RESIDENTIAL ADDITIONS

1. <u>Exact gross square footage of residential building</u> (Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction. To calculate, use exterior dimensions. Any portion of a foot is dropped from the measurement.)	_____
2. <u>Exact gross square footage of proposed addition</u> (finished and unfinished square footage)	_____
3. <u>If #2 is larger than #1, subtract #1 from #2 and enter here. Use this figure to calculate fee.</u> If #1 is larger than #2, no excise tax is charged.	_____ **

**** Use this figure to enter under #1 on the above "Single Family Residential Construction" worksheet**

FEE CALCULATION FOR NON-RESIDENTIAL CONSTRUCTION

<u>Exact gross square footage of construction</u> _____ Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction, all floors. Fee will be calculated on the first permit application for that construction (excluding "foundation only" permits).	X \$0.75 per sq. ft. \$ _____
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See Reverse For Multi-Family Residential Construction Worksheet

Fee Calculation Sheet for:
Core Only, or New Complete Building for Known Tenant

<i>complete this column</i>			
Automation Enhancement Fee	\$ 10.00	↓	All Building Permits
Filing fee	\$ 28.00		All Building Permits
Zoning fee* (select one)	\$ 215.00 \$ 52.00	\$ \$	Principle NonResidential Use of a property All other NonResidential permits
Health Department Review fee*	\$ 50.00	\$	All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.
Septic fee * (select one)	\$ 100.00 \$ 200.00 \$ 25.00	\$ \$ \$	New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
Building fee per sq ft Enter total sq ft:	\$ 0.21 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ - Minimum of \$55.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	\$ 0.12 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ - Minimum of \$114.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
Site Compliance fee* (select one)	\$ 330.00 \$ 110.00	\$ \$	Initial permit applied for in relation to approved site plan. Any other permit applied for <u>at same time</u> as initial permit above. For instance, multiple permits for self-storage buildings on a site.
<div style="display: flex; justify-content: space-between;"> <div> Total of above fees only: <div style="border: 2px solid black; padding: 5px; display: inline-block;">\$ -</div> </div> <div style="text-align: right;"> IMPORTANT: <i>Properties within Incorporated Towns - do not include fees with *</i> </div> </div>			
Excise Tax Enter total sq ft:	\$ 0.75 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ -	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf). No building excise tax shall be imposed on construction by the State of MD, the Co. Commissioners, any municipality or the federal government
<div style="display: flex; justify-content: space-between;"> <div> Total of above fees including Excise Tax: <div style="border: 2px solid black; padding: 5px; display: inline-block;">\$ -</div> </div> <div> Upon submittal of building permit application, either total with or without excise tax may be paid. If excise tax is not paid at time of application, it may be paid at anytime, but must be paid prior to the application progressing to the pre-issue stage. </div> </div>			

Other agency fees may be applicable and are not included in this fee calculation sheet.

Checks are made payable to: Frederick County.

With the exception of Excise Tax, all fees are due at time of application submittal.

Payment of Excise Tax may be made by mail, with Building Permit Application number indicated.

Mail to: Frederick County Department of Permits and Inspections
30 North Market Street
Frederick, Maryland 21701



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree until the applicant first obtains a permit from the Department in accordance with this section." [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honecny, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhonecny@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations 9/17/09

